

Tour Tips

Kansas Museum of History

Planning

- Review **travel and parking instructions** with driver(s).
- Prepare to **arrive promptly**, allowing enough time for students to unload from the bus and visit restrooms prior to the scheduled start time of the tour.
- In order to accommodate all tour reservations, **TOURS MUST START ON TIME**. Late arrivals may receive an abbreviated tour, and groups arriving more than **20 minutes past reservation time may require the cancellation of their tour**.
- Share **Museum guidelines and group itinerary** with all chaperones.

Arriving at the Museum

- The reservation coordinator should **check in at the Admissions Desk to confirm attendance numbers and process payment** while the group waits quietly in a designated area.
- Due to limited space, **please leave backpacks and any food/drink/lunches on the bus**.
- **Coat bins** are available during cold weather on a first-come, first-served basis.
- Please inform Museum staff of **any special needs** required of your group (i.e. wheelchair lift).
- A limited number of Museum guidebooks and maps are available at the Admissions Desk. **Groups are expected to provide their own copies of scavenger hunt questionnaires for their students**.
- If your group is registered for a guided tour, a docent or **Museum staff member will assist in organizing the group for their scheduled programs**.

During the Tour

- For the best **self-guided tour** experience, we recommend dividing larger groups into **subgroups no larger than 10 students (plus chaperones)**.
- For **guided tours**, groups of no more than **20 students (plus chaperones)** should be assigned per tour facilitator.
- Out of consideration for other visitors, **individuals should stay within their assigned groups for the duration of the tour and utilize appropriate voice levels**. Running is not permitted in the gallery.
- **TEACHERS AND CHAPERONES SHOULD MONITOR THEIR STUDENTS WHILE IN THE MUSEUM GALLERY**.
- **No food, drink, or chewing gum is allowed in the Museum gallery**.
- Please instruct students **not to lean/sit on gallery walls and displays**. Please provide students with clipboards if they are completing writing assignments while in the gallery.
- **Flash photography IS allowed**.

After the Tour

- The **Museum has limited indoor eating space**, available on a first-come, first-served basis.
- The Museum does not have any foodservice facility; **vending machines are located in the designated “snack” area**.
- **Picnic tables are located throughout the Kansas Museum of History grounds** and are available on a first-come, first-served basis.
- The **Museum Store** offers a variety of affordable Kansas merchandise. **Only 10 students (plus chaperones) are allowed in the store at a time** – please schedule accordingly.

We hope you have a wonderful time visiting the Kansas Museum of History!



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